

**Khwaja Fareed University of Engineering &  
Information Technology, Rahim Yar Khan**



# **Tender Document**

**Tender No. Misc-137**

**Frame Work Contract for Hiring of Buses and Coasters  
for Pick & Drop of Students at Khwaja Fareed  
University of Engineering & Information Technology,  
Rahim Yar Khan**

**at**

**Khwaja Fareed University of Engineering  
& Information Technology  
Rahim Yar Khan**

**TENDER DOCUMENT**

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**Frame Work Contract for Hiring of Buses and Coasters for Pick & Drop  
of Students at Khwaja Fareed University of Engineering & Information  
Technology, Rahim Yar Khan**

at

Khwaja Fareed University of Engineering and Information Technology

TENDER PRICE Rs. 1000/-

Last date of submission: 13-05-2019

FOR OFFICE USE ONLY

Serial No. \_\_\_\_\_

Sold to: M/S \_\_\_\_\_

Date of Sale \_\_\_\_\_

Bank Challan No. \_\_\_\_\_

Date \_\_\_\_\_

## 1. Overview

Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan intends to “**Frame Work Contract for Hiring of Buses for Pick & Drop of Students at Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan**” as provided at Annex ‘A’. The scope of work includes hiring of twelve (12) 62-seater non-AC Buses and six (06) 29-Seater non-AC Coasters with fuel, repair and maintenance and ancillary staff on monthly rental basis for a period of three years at KFUEIT, Rahim Yar Khan. The buses and coasters to be provided for hiring shall not be older than 15 years i.e. the date of original registration of buses and coasters not before 2004. The Buses and Coasters are required for transportation of Students to & from Sadiqabad, Khanpur, Rahim Yar Khan and nearby areas to KFUEIT, Rahim Yar Khan or in any other route as decided by the University. The buses and coasters are required to be remained available for use twenty-four hours a day and parked at Office premises or at a place as directed by the University Authorities. All repairs (Major / Minor) are under the scope of Contractor. Payment of all type of taxes (Income Tax, Punjab Sales Tax, Professional Tax or any other applicable provincial or federal govt taxes applicable) are responsibility of Transport Company/Contractor/Supplier. This document provides complete instructions for bidders intending to participate in this Tender.

## 2. Instructions for Bidders

**2.1.** Response to the Tender (Bid) should be submitted in one part which shall include two separately sealed envelopes of **Technical Proposal** and **Financial Proposal** before **11:00 AM** on **13-05-2019**. Technical Proposals will be opened on same day at **11:30 AM** in the presence of representatives of responding bidders, if any, and Financial Proposals will be opened after completion of technical evaluation. The exact time and place for opening of financial proposals will be informed to technically qualified bidders.

**2.2.** Responding bidder shall deliver two sealed copies of the bid. Each copy being physically separate, bound, sealed and labeled. Proposals shall be delivered at the address given below.

**Dr. Aamir Alaudin, Director Procurement**

## **Procurement Department**

**Khwaja Fareed University of Engineering & Information Technology  
Abu Dhabi Road, Rahim Yar Khan.**

**Tel. # 068-5882460**

**2.3.** Any queries regarding this proposal should be directed to the designated Contact Person listed below.

**Mr. Yasir Yasin, Transport Officer, Transport Department**

**Cell # 068-582471 Email: to@kfueit.edu.pk**

**2.4.** All bids must be submitted by filling the **Annex 'B'**. Same should be enclosed in the financial proposal. Bidder must use the same numbers and labels used in this Request for Proposal.

**2.5.** The original Tender Document duly signed and officially sealed by the bidder must be submitted in whole with the proposals. Any conditional, ambiguous, incomplete, supplementary or revised offer after the opening of tender shall not be entertained.

### **3. Technical Proposal Format**

Bidders are required to include the following documents/information in their technical proposals in the order given below:

- i. Profile of company
- ii. List of Previous/Current customers, Purchase Orders of related Services with contact person and telephone/fax numbers.
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification
- iv. Copy of Punjab Revenue Authority Sales Tax on Services Registration Certificate
- v. Bank letter of financial standing /Bank Statement
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Certificate of Fitness, Road Permit and Insurance etc. as applicable
- viii. Detailed item specifications or services matched corresponding to the BOQ as given at **Annex 'A'**

- ix. Signed and stamped Tender document
- x. Bid Security in form of Pay Order/CDR/Demand draft No. \_\_\_\_\_ Dated \_\_\_\_\_ from bank \_\_\_\_\_ Rs. \_\_\_\_\_

#### **4. Financial Proposal Format**

Financial Proposal must include the following in the order given below:

- i. Quotation duly entered on the form in the attached BOQ
- ii. Validity period of the quoted price

#### **5. Terms & Conditions**

- 5.1.** This invitation for bids is open to all registered transport firms/companies in Pakistan for supply. The firms should have registered non-AC buses (minimum 62 seats) and non-AC Coasters (minimum 29 seats) not older than 2004 (or Punjab Government Rules in vogue) model bearing certificate of fitness by Motor Vehicle Examiner, expert drivers (bearing valid HTV/PSV license) and experience in providing transport services in reputed institutions.
- 5.2.** All prices should be quoted in Pak Rupees and inclusive of all Government Taxes & Levies.
- 5.3.** All prices should be valid for at least 120 days from date of opening of tender. Any conditional bid or offer made by supplier in its financial bid will not be accepted. Withdrawal or any modification of the original offer within the validity period shall entitle the KFUEIT Rahim Yar Khan to forfeit the Earnest Money in favor of the KFUEIT Rahim Yar Khan and/or putting a ban on the future inquires or taking any other suitable action against the bidder.
- 5.4.** A bank draft equal to 2% of the estimated cost should accompany the Tender as **Earnest Money** drawn in favor of **KFUEIT Rahim Yar Khan**. The Tender shall not be considered without Earnest Money. Bank guarantee will not be accepted. Bank draft for Earnest Money should be placed with the Technical proposal.
- 5.5.** Earnest Money for bidders not selected will be returned a minimum of two weeks after announcement of award and returned to successful bidder after signing the contract. If the selected bidder fails to sign the contract with in stipulated time, Earnest Money will be forfeited.

- 5.6.** Performance Guarantee @ 5% amount shall be deducted from every bill of successful bidder. The same will be released at the end of semester after getting satisfactory performance certificate from Transport Department. This practice shall be carried out throughout the currency of contract).
- 5.7.** The quantity of an order may vary depending on the quoted prices and the allocated funds.
- 5.8.** The decision of the KFUEIT procurement committee will be binding on all concerned and will in no case be challenged in any forum.
- 5.9.** KFUEIT Rahim Yar Khan reserves the right to modify the conditions / specifications of the Tender Document with written intimation to all the participants who have purchased the Tender Document.
- 5.10.** Before award of contract, physical inspection of buses and coasters shall also be carried out in the University Transport Department.
- 5.11.** Successful bidder(s) will be informed in writing regarding acceptance of his proposal. A contract enumerating necessary conditions to this effect shall be signed between University & contractor.
- 5.12.** In case the selected bidder fails to execute the contract strictly in accordance with the terms and conditions laid down in the contract, the Performance Guarantee shall be forfeited.
- 5.13.** The Buses and Coasters shall be made available on all days inclusive of Sundays and holidays. If Agency fails to provide the Buses and Coasters for total period of more than seven (7) days, University shall have the right to terminate the contract.
- 5.14.** The Buses and Coasters hired will be spared for two days (not consecutive) in a month, for attending regular servicing & maintenance, for which no deduction will be made towards the absence of the Buses and Coasters for duty. However, the Buses and Coasters for maintenance will be spared on convenient days as fixed by the University.
- 5.15.** It will be the responsibility of the Transport Company/Agency/Contractor/Supplier to ensure that the Buses and Coasters are registered as per the latest Motor Vehicles Act. The Driver's License, RC Book, Road Permit and other documents should always be available with the driver and shall be produced to the University Authorities on demand.
- 5.16.** The Buses and Coasters shall also generally carry accessories like tool kit, consumable spares, torch light, first aid box, etc. which are to be arranged by the Transport Company/Agency/Contractor/Supplier. The Buses and Coasters shall be fitted with

“Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan”  
name and logo Printed on left & right sides of buses.

- 5.17.** The Buses and Coasters will be kept absolutely in good running condition and the Transport Company/Agency/Contractor/Supplier should maintain the Buses and Coasters regularly. In the event of non-availability of the designated Buses and Coasters, on any account, the Transport Company/Agency/Contractor/Supplier has to provide suitable alternate Bus or Coaster.
- 5.18.** In case of requisition / seizure of the Buses and Coasters by RTO or any other authority, it will be the responsibility of the Transport Company/Agency/Contractor/Supplier to get the vehicles released. In such case and during such period of requisition / seizure, the Transport Company/Agency/Contractor/Supplier has to arrange alternate vehicles.
- 5.19.** In the event of specific requirement, the Buses and Coasters will be required to be sent for outstation duty/out of City duty also, as per the directions of the University.
- 5.20.** The Transport Company/Agency/Contractor/Supplier should make arrangements on their own for the stay / accommodation of the driver, so that the latter remains available at all reasonable hours of the day. The driver should abide by the rules laid down by Transport Authority or any Authority relevant to the subject and should always strictly follow the traffic rules and regulations so as to ensure safety of the passengers. If any penalty is awarded on the Driver for violation of traffic rules it shall be borne by the Transport Company/Agency/Contractor/Supplier.
- 5.21.** The driver shall always be in uniform and shall be courteous, sober and never be under the influence of liquor / intoxicants while on duty and shall avoid over speeding or hazardous driving, ensuring safety and comfort of the passengers.
- 5.22.** In case the Transport Company/Agency/Contractor/Supplier is deputing a substitute Driver, during the leave / absence period of the regular Driver, the particulars related to the substitute Driver along with copy of valid driving license shall also be submitted to the University.
- 5.23.** The driver shall maintain its Performa with signature immediately after performing the duty and make all the entries of the movements of the vehicles on duty. The initial meter reading shall be taken either at the University gate or at the place of start of duty and shall get terminated at the University gate or any other place where the duty ends.
- 5.24.** The contract price shall be FIRM and no escalation in price on account of any reason whatsoever will be allowed during the currency of the contract. The contract price shall be inclusive of all types of taxes, duties, levies and service charges.

- 5.25.** The contract will be for a period of three years, commencing from the date of award /deputing the vehicles. However, if the performance of the Transport Company/Agency/Contractor/Supplier is not found to be satisfactory, the University reserves the right to terminate the contract without assigning any reason thereof. In the event of such termination, the Transport Company/Agency/Contractor/Supplier shall have no right to claim for the balance period. Subletting of the contract would not be accepted.
- 5.26.** The monthly bills payable shall be released after deduction of statutory levies within 30 days from the date of submission of bill in proper form. Company shall submit bus wise bill/invoice to Transport Office at the close of each month. The bill should contain Billing Month, Registration No. and number of days served with dates of the hired buses. Bills/ invoice shall be verified by Transport Officer and Submit to Finance Department. Treasurer shall sanction & disburse the payment to Company through crossed cheque after ensuring codel formalities and tax deductions as per rules applicable. No advance payment will be made to the Transport Company/Agency/Contractor/Supplier.
- 5.27.** Payment of all type of taxes (Income Tax, Punjab Sales Tax, Professional Tax or any other applicable provincial or federal govt taxes applicable) are responsibility of Transport Company/Contractor/Supplier at their own cost.
- 5.28.** For any damage caused to the third party or to the property of the University due to negligence of the driver, the same will be made good by the Agency at their own cost.
- 5.29.** In the event of failure of the Transport Company/Contractor/Supplier to execute the contract as per the terms & conditions of award, University reserves the right to terminate the contract by giving one month's written notice to the Transport Company/Contractor/Supplier without assigning any reason whatsoever. In case of breach of any of terms and conditions, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this University in that event and the security deposit in the form of Bank Guarantee/Demand Draft shall be forfeited.
- 5.30.** Parties shall mutually settle disputes related to this contract. If attempts do not yield any results within a period of 30 days, The Vice Chancellor, KFUEIT, Rahim Yar Khan shall be the Competent Authority to resolve dispute(s) related to this contract and his decision shall be final.
- 5.31.** Contractor should press into service only good quality diesel driven Buses and Coasters with neat interior, noiseless drive and in perfect running condition, as per requirement. The Buses and Coasters shall always be provided with decent upholstery, clean seat covers, comfortable



seat cushions, hand rests, window curtains and other basic fittings /accessories / equipments for maximum comfort of passengers. All items shall invariably be in good working condition.

## **6. Tender Evaluation Criteria**

All bids shall be evaluated on technical and financial merit. The Company Evaluation Criteria is attached at **Annex 'D'** for reference. Technical evaluation process may include, but not limited to the consideration of the following with respect to the functional requirements given ahead:

- a. Technical specifications of proposed item
- b. Company Profile
  - I. Age of the company
  - II. Financial strength of the bidder

Financial Evaluation process will be based on the consideration of the quoted price.

**7. Undertaking**

**7.1.** I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan and shall abide by them.

**7.2.** I/We also undertake that I/we have understood terms & conditions for providing transport services and shall provide transport services strictly as per prescribed parameters.

**7.3.** I/We undertake that our company has never been blacklisted by any Govt./Semi-Government/autonomous organization of Federal/Provincial Government(s) etc. No litigation in this regard is pending against our company.

**7.4.** I/We further undertake that the information given in this tender is true and correct in all respect and we hold the responsibility for the same.

**7.5.** On behalf of the company it is certified that we agree to the all the Instructions and Terms & Conditions given in this Tender Document.

Name of bidder.....

Authorized person.....

Authorized signature.....

Stamp.....

Date: .....

Office Address.....

Tel No .....

**Frame Work Contract for Hiring of Buses and Coasters for Pick & Drop of Students at Khwaja Fareed University of Engineering & Information Technology, Rahim Yar Khan**

Sr. No	Item Name	Specifications/Minimum Requirements	Qty.
01	<b>Bus for Students/Staff Members</b>	<ul style="list-style-type: none"> <li>• Non-Air-Conditioned Buses with minimum 62 number of seats, preferably of latest model having fitness certificate, vehicle inspection report with valid registration book/paid token tax and better technical and operational condition.</li> <li>• Buses will cover distance/area including areas of RYK, SDK Khanpur and nearby areas as per requirement.</li> <li>• Bidder will be liable to provide allotted Buses with driver, bus helper/cleaner, oil service and other miscellaneous maintenance service of buses.</li> <li>• All buses will be parked 24/7 in garage of Transport Department of KFUEIT including all gazette/local/KFUEIT holidays.</li> </ul>	12
02	<b>Coasters for Students/Staff Members</b>	<ul style="list-style-type: none"> <li>• Non-Air-Conditioned Coasters with minimum 29 number of seats, preferably of latest model having fitness certificate, vehicle inspection report with valid registration book/paid token tax and better technical and operational condition.</li> <li>• Coasters will cover distance/area including areas of RYK, SDK, Khanpur and nearby areas as per requirement.</li> <li>• Bidder will be liable to provide allotted Coaster with driver, helper/cleaner, oil service and other miscellaneous maintenance service of Coaster.</li> <li>• All Coasters will be parked 24/7 in garage of Transport Department of KFUEIT including all gazette/local/KFUEIT holidays.</li> </ul>	06

**Frame Work Contract for Hiring of Buses and Coasters for Pick & Drop of Students at Khwaja Fareed  
University of Engineering & Information Technology, Rahim Yar Khan**

**(Bid Form)**

<b>Sr. No.</b>	<b>Item Name</b>	<b>Unit of Measure</b>	<b>Qty. per Month</b>	<b>Unit Rate (inclusive of all taxes)</b>	<b>Rate per Month for 12 Buses (inclusive of all taxes)</b>	<b>Frame work Contract Duration (Months)</b>	<b>Total Price (inclusive of all taxes) for 3 years</b>
01	Fixed Hiring Charges for deputing Bus with Driver and all types of Repair & Maintenance per month for 62-Seater Non-AC Bus	Each	<b>12</b>			36	
02	Fixed per KM Fueling Cost of deputing twelve (12) 62-Seater Non-AC Buses per month	KM	<b>60,000</b>			36	
03	Fixed Hiring Charges for deputing Coaster with Driver and all types of Repair & Maintenance per month for 29-Seater Non-AC Coaster	Each	<b>06</b>			36	

Sr. No.	Item Name	Unit of Measure	Qty. per Month	Unit Rate (inclusive of all taxes)	Rate per Month for 12 Buses (inclusive of all taxes)	Frame work Contract Duration (Months)	Total Price (inclusive of all taxes) for 3 years
04	Fixed per KM Fueling Cost of deputing six (06) 29-Seater Non-AC Coasters per month	KM	30,000			36	
TOTAL: _____							
Total in Words: _____							

**Note:**

1. Special conditions having additional financial implications on the University will not be entertained.
2. The rates quoted shall be inclusive of all taxes and levies.
3. The number of vehicles to be hired will be decided by the University at the time of awarding the work.
4. The payment of item No. 02 and 04 will be paid as per Actual.
5. No. of Buses and Coaster can vary as per need of the University.

**Certificate:** Certified that we accept all the terms and conditions of the tender documents.

Date :

Signature of authorized person

Place :

Full name :

Designation:

Seal:

## Company Evaluation Criteria

- i. Profile of company complete in all respect
- ii. List of Previous/Current customers, Purchase Orders of related Services with contact person and telephone/fax numbers.
- iii. Copy of National Tax Registration Certificate or Copy of Online Taxpayer Verification
- iv. Copy of Punjab Revenue Authority Sales Tax on Services Registration Certificate
- v. Bank letter of financial standing /Bank Statement
- vi. An affidavit on Rs 100/- Stamp Paper issued after date of publishing of tender which illustrate that currently they are not black listed or de-barred by any Government/Semi-Government Department to participate in bidding. Failure to submit such affidavit may lead to disqualification.
- vii. Certificate of Fitness, Road Permit, token taxes as applicable
- viii. Detailed item specifications or Services matched corresponding to the BOQ as given at **Annex 'A'**
- ix. Signed and Stamped Complete Tender document
- x. Bid Security in form of Pay Order/CDR/Demand draft No. \_\_\_\_\_ Dated \_\_\_\_\_ from bank \_\_\_\_\_ Rs. \_\_\_\_\_

**Note: Basic Evaluation Criteria is mandatory to fulfill to qualify for detailed evaluation. Failure to meet and submit all documents related to basic evaluation may lead to disqualification.**

## 2. Detailed Evaluation

(Minimum Passing Score Required is 65 Points for qualifying to Financial Opening)

<b>DETAILED EVALUATION CRITERIA FOR TENDER</b>			
<b>Specifications are available at Annex-A</b>			
<b>Sr. No</b>	<b>Item Name and Description</b>	<b>Marks</b>	<b>Max Marks</b>
<b>1</b>	<b>Past Performance/Experience of the Bidder (Reg. with GST/NTN) Attach copy of all supporting documents</b>	--	10
1.1	1 – 3 year experience	2	--
1.2	4 – 8 year experience	4	--
1.3	9 – 15 years' experience	6	--
1.4	Above 15	10	--
<b>2</b>	<b>Relevant Experience (Attach copy of all supporting documents)</b>	--	10
2.1	1 – 5 years' experience	3	--
2.2	6 – 10 years' experience	6	--
2.3	11 and above year experience	10	--
<b>3</b>	<b>Financial Position/ Status (Attach copy of all supporting documents)</b>	--	10
3.1	Last sales tax paid Form	4	--
3.2	Bank Certificate (satisfactory) attach original bank certificate indicating financial status	2	--
3.3	Statement Worth (Min 2 m) attach all supporting documents	4	--
<b>4</b>	<b>Repair &amp; Maintenance Services Available (Attach copy of all supporting documents)</b>	--	10
<b>5</b>	<b>Technical Evaluation of quoted items (Attach copy of all supporting documents)</b>	--	60
5.1	Specification matched as provided in Annex-A	10	
5.2	Registration, Certificate of Fitness, Road Permit, Token as applicable	10	
5.3	List of buses and Coasters not older than 2004 model	10	
5.4	Deputation schedule as per need	5	
5.5	List of clients / where related services provided	5	
5.6	Satisfactory letter from clients in favour of such services	5	
5.7	Physical Inspection of Bidders Fleet	10	
<b>Total</b>		--	100